



NAVAJO COUNTY

Public Works Department

"Best Customer Service"

PERMIT APPLICATION INSTRUCTIONS

(REVISED November 2, 2009)

GENERAL INFORMATION:

Public Works Building & Safety Division Regional Office Locations:

For Holbrook, Winslow, Joseph City, SunValley, Woodruff, & Adamana.

HOLBROOK OFFICE:	Navajo County Governmental Complex
Hours: 7 a.m. - 6 p.m.	100 East Carter Drive, PO Box 668
Monday – Thursday	Holbrook, Arizona 86025
	Ph: 928.524.4100 Fax: 928.524.4122

For Pinetop/Lakeside, Show Low, Pinedale, Linden, Shumway, Snowflake/Taylor.

SHOW LOW OFFICE:	620 East McNeil
Hours: 7 a.m. – 6 p.m.	Show Low, Arizona 85901
Monday – Thursday	Ph: 928.532.6040 Fax: 928.532.6044

For Heber/ Overgaard, Aripine, Chevelon Retreat, Antelope Valley, Claysprings.

HEBER/OVERGAARD:	Mogollon Complex
Hours: 7 a.m. – 6 p.m.	2188 West Country Club Drive
Monday – Thursday	PO Box 1212
	Overgaard, Arizona 85933
	Ph: 928.535.7110 Fax: 928.535.7114



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CONSTRUCTION PERMIT APPLICATION

INSTRUCTIONS

1. Proof of a Navajo County Assessor's Parcel Number is required in order to process any Permit Application.
2. All Construction Permit Applications must be submitted with an accurate Site Plan. The site plan must meet the requirements listed on the site plan example.
3. Your Construction Application along with the required documents may be submitted to any Navajo County Building Department Location. All Permit Applications are submitted through Flood Control, and a Construction Plan Review, which can usually be accomplished within 8-10 business days.
4. The issuance of approved Permits and Plans can be scheduled through the nearest Building and Safety Divisions Office. At that time, payment for the permit(s) must be made with a check, money order, or most debit cards.
5. Compliance with all Navajo County adopted Codes, Additions and Addenda to the Navajo County Building Codes, the Zoning Ordinance, and the Septic Ordinance requirements is mandatory and shall be enforced for all construction and development in Navajo County.
6. Deed Restrictions and Restrictive Covenants are not enforced by Navajo County. It is however recommended to check with your Homeowners Association or Architectural Committee while planning your project.
7. Proof of an Approved Septic System or Letter of Release from a Sanitary District is required when requesting a Building Permit
8. Please note the following CHECKLISTS to insure proper submittal for your project.

New Start Dwelling (including Townhouse, Garages, Accessory Buildings, Remodels and Additions.)

- ✓ Construction Permit Application (Completed by owner or agent)



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- ✓ (2) sets of Building Plans which will contain at a minimum, Floor plan, Roof Plan, Foundation Plan, Electrical Plan, two elevations, and any engineering specifications required by your structural design.
- ✓ Applications may also require Grading and or Drainage Plans.
- ✓ Detailed SITE PLAN of proposed construction location including setbacks, utilities, septic, driveways, and existing building within the property boundaries. Dimensions must be accurate and legible for review. (See Site Plan requirements for additional information)
- ✓ Proof of ownership. (Property Parcel Number)

Commercial Buildings

In accordance with ARS 32-144, any building or structure in which the square footage of the floor area exceeds three thousand square feet, and is intended for occupancy of more than twenty persons on a continuous basis, must be approved by an engineer registered by the Arizona Board of Technical Registration.

- ✓ Construction Permit Application (Completed by owner or agent)
- ✓ (3) sets of Building Plans which will contain at a minimum, Floor plan, Roof Plan, Foundation Plan, Electrical Plan, Plumbing Plan, two elevations, and any engineering specifications required by your structural design.
- ✓ Commercial Applications may also require Grading and or Drainage Plans.
- ✓ Fire Sprinkler design.
- ✓ Detailed SITE PLAN of proposed construction location including setbacks, utilities, septic, driveways, and existing building within the property boundaries. Dimensions must be accurate and legible for review.
- ✓ Proof of ownership. (Property Parcel Number)

Manufactured Home

- ✓ Construction Permit Application (Completed by owner or agent)
- ✓ Complete the Manufactured Home Supplement Form
- ✓ Provide copies Ownership Documents. (titles relating to manufactured home)
- ✓ Provide Manufacturer Construction Documents verifying Roof Load.
- ✓ Disclaimer Form may be allowed for some models.
- ✓ Area map required
- ✓ Detailed SITE PLAN of proposed home location including setbacks, utilities, septic, driveways, and existing building within the property boundaries. Dimensions must be accurate and legible for review.
- ✓ Proof of ownership. (Property Parcel Number)

Septic Systems (Conventional)

- ✓ Construction Permit Application (Completed by owner or agent)



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- ✓ GP 4.02 Notice of Intent to Discharge (Completed by property owner)
- ✓ GP 4.02 Checklist
- ✓ GP 4.02 Calculation Worksheet
- ✓ ADEQ Site Investigation Report Form
- ✓ Bill of Materials
- ✓ Trench Detail
- ✓ Copy of Onsite Findings Report NCERA Form 310

Site Suitability:

The site evaluation shall include consideration of related geological, hydrological, topographical, climatic and soil analysis factors to effectively determine site suitability of all on-site disposal systems as laid out according to the APP Rules. (Arizona Department of Environmental Quality, ADEQ) Lot size can be a factor of suitability, but only as it pertains to the suitability of the owners plans.

Soil Suitability:

For a Conventional Septic System the soil must have an acceptable percolation rate of 10 – 120 minute-per inch (MPI) or a soil absorption rating (SAR) of .2 or higher without the interference from groundwater or an impermeable confining layer within a five (5) foot minimum separation distance from the bottom level of the absorption system. If a percolation rate of greater than 120 MPI or less than .2 SAR is found at the site, an alternative on-site disposal system may be permitted thru the Arizona Department of Environmental Quality (ADEQ). Also, Navajo County does permit some alternative systems as well.

- ✓ Detailed SITE PLAN of proposed home location including setbacks, utilities, septic, driveways, and existing building within the property boundaries. Dimensions must be accurate and legible for review.
INCLUDING MAP W/DRIVING DIRECTIONS.
- ✓ Proof of ownership. (Property Parcel Number)

Septic Systems (Alternate)

Through a delegation agreement with ADEQ, Navajo County will, Review Applications, Provide Inspections, Issuance or Denial of Construction Discharge Authorization, Compliance and Enforcement for the following: 4.03 Composting Toilet, 4.04 Pressure Distribution System, 4.06 Natural Seal E-T Bed, 4.07 Lined E-T Bed, 4.08 Wisconsin Mound, 4.09 Engineered Pad System, 4.12 Textile Filter, 4.14 Sewage Vault, 4.15 Aerobic Systems, 4.17 Cap Systems, 4.20 Disinfection Devices, and 4.22 Subsurface Drip Irrigation.

- ✓ Construction Permit Application (Completed by owner or agent)
- ✓ GP 4.03 Notice of Intent to Discharge (completed by property owner)
- ✓ Engineered System Design Plans
- ✓ List of equipment and materials
- ✓ Operation and Maintenance Plan



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- ✓ ADEQ Site Investigation Report Form
- ✓ Copy of Onsite Findings Report NCERA Form 310

Well Permits

- ✓ Arizona Department of Water Resources, Notice of Intent to Drill, Deepen, Replace, or Modify a Well, Application Form.
- ✓ Detailed SITE PLAN of proposed home location including setbacks, utilities, septic, driveways, and existing building within the property boundaries. Dimensions must be accurate and legible for review.
INCLUDING MAP W/DRIVING DIRECTIONS.
- ✓ Proof of ownership. (Property Parcel Number)

Sign Permits:

- ✓ Construction Permit Application (Completed by owner or agent)
- ✓ Two (2) Scaled drawings of the plans and specifications of the sign to be erected or affixed as deemed necessary by the County Engineering Dept. Such plans may include but shall not be limited to details of dimensions, materials, copy and size of the proposed sign. For Wall signs, dimensions of the building wall on which the sign is to be affixed and the location and the size of existing wall signs shall also be included.
- ✓ Application for permits for outdoor advertising signs, in addition to the above information, shall contain a survey prepared by a registered surveyor showing at least the following: the location of all outdoor advertising signs within 1,000 ft. on the same side of the street and within 500 ft. on the opposite side of the street; structures within 20 ft.; residential districts and institutional signs within 500 ft.; and applicable setbacks and side or rear yards in the zoning district.
- ✓ Detailed SITE PLAN of proposed Sign location including setbacks, utilities, septic, driveways, and existing buildings within the property boundaries. Dimensions must be accurate and legible for review.
- ✓ Proof of ownership. (Property Parcel Number)

Site Plan:

- ✓ The site plan must reflect accurate lot delineation, measurements must be indicated for all parcel boundaries.
- ✓ Distance to proposed structures, septic systems or sewer, meter loop, water source, and all other existing structures (RV's, shed, garage, etc.) must be detailed from all four sides and must reflect proper measurements in relation to one structure from another.
- ✓ Dimensions of each structure on the site (both proposed and existing) must be indicated on the site plan
- ✓ Roadways are to be marked as appropriate.



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- ✓ Driveways are to be marked as proposed/existing.
- ✓ Proper inclusion of the North arrow is required.
- ✓ An area map may be used to assist in definition of the site map.
- ✓ A site plan presented on 8.5 x 11 inch paper, and drawn with a straight edge is preferable.
- ✓ The site plan must indicate the parcel owner's name, parcel number, and authorizing signature, and date of submittal.
- ✓ Include driving directions to parcel.
- ✓ **Applications will not be accepted without a site plan.**

Issuance of Permits

- ✓ Any permit issued in accordance with this section shall automatically become null and void unless the work for which it was issued has been started within 6 months of the date of issue or if the work authorized by it is suspended or abandoned for one year. Permits are "closed" when no inspection activity occurs within a 6 month period. Those permits may be re-opened after paying an administrative fee.

Inspections

- ✓ Inspections are required for all phases of construction; footings, foundations, under-floor, rough frame, shear wall, roof sheathing, electrical, plumbing, drywall, meter-loop, gas line, septic systems, and signs.
- ✓ No footing, foundation, or septic system inspections will be given without the property lines and required yard setbacks clearly marked.
- ✓ Inspection can generally be scheduled within a 24 hour notice, Monday thru Thursday.
- ✓ When requesting an inspection, contact the Building Department at the number listed on your permit. Be prepared to provide the Permit Number, Name in which the permit was issued, type inspection requested, address of the inspection, and a telephone number of person responsible for the specific inspection.
- ✓ Once a building is totally enclosed, someone must be on the premises in order to receive any further inspections.



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- ✓ For gas line inspections the gas line must be shut off where it enters the building and a pressure gauge must be at the line at the meter end with 10 lbs. of pressure at the time of the inspection.
- ✓ For water line inspections, the water pressure may be on. Air pressure and gauge will also be accepted
- ✓ For waste water pipe inspection, an amount of water above the flood level rim, or air pressure at 5-8 lbs will be accepted.
- ✓ All utilities must be on and working for a final Inspection.